Innovative Internship Program
Round 2
Call for Proposals

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Fast Facts

Overview: In 2018, the Virginia General Assembly appropriated funding to the State Council of Higher Education for Virginia to stimulate public colleges and universities to develop partnerships to provide innovative paid internship opportunities for their students. The first grant competition (Round 1) yielded one award. In 2019, the effort was expanded and enacted into law as the Innovative Internship Fund and Program. The purpose of the program is to expand paid or credit-bearing student internships and other work-based learning opportunities in collaboration with Virginia employers. The program comprises institutional grants and a statewide initiative to facilitate the readiness of students, employers and institutions of higher education to participate in internship and other work-based learning opportunities.

The General Assembly designated seven goals. This grant competition (Round 2) focuses on the seventh goal to further the objectives of increasing the tech talent pipeline. The competition has two tracks: a development track and an internship track. Please see full instructions for details regarding limited submissions, matching funds requirements, partnership requirements, and more.

Proposals Due: July 15, 2019
Estimated Start Date: September 1, 2019
Length of Award: 9 months (development track); 24 months (internship track)
Number of Grants: To be determined at time of award
Award Amount: up to $40,000 (development track); up to $200,000 (internship track)

Website: TBD (schev.edu, For Institutions, Grants, see left sidebar)

Questions:
Lynn Seuffert, Associate for Research Investment
State Council of Higher Education for Virginia
lynnseuffert@schev.edu

Documents Available for Download
Fast Facts  Call for Proposals  Partner Commitment Form
**Background**

In 2018, the Virginia General Assembly appropriated funding to the State Council of Higher Education for Virginia (SCHEV) to stimulate public colleges and universities to develop partnerships to provide innovative paid internship opportunities for their students. The first grant competition, Round 1, yielded one award. In 2019, the effort was expanded and enacted into law as the Innovative Internship Fund and Program (Va. Code § 23.1-903.4). The purpose of the program is to expand paid or credit-bearing student internships and other work-based learning opportunities in collaboration with Virginia employers. The program comprises institutional grants and a statewide initiative to facilitate the readiness of students, employers and institutions of higher education to participate in internship and other work-based learning opportunities.

While the statewide “readiness” initiative is just getting underway, SCHEV is issuing this Call for Proposals to begin implementation of the lessons learned during the Round 1 competition. These instructions include two tracks: development and internship.

**Statutory Goals**

The General Assembly requires that the grants be used to accomplish one or more of the following seven goals: (i) support state or regional workforce needs; (ii) support initiatives to attract and retain talent in the Commonwealth; (iii) support research and research commercialization in sectors and clusters targeted for development; (iv) support regional economic growth and diversification plans; (v) enhance the job readiness of students; (vi) enhance higher education affordability and timely completion for Virginia students; or (vii) **further the objectives of increasing the tech talent pipeline**.

This competition is focused on the seventh goal above, the tech talent pipeline. All proposals submitted for the internship track must focus on the tech sector, as defined by the state’s Tech Talent Investment Program. If the lead applicant institution has an approved Memorandum of Understanding (MOU) with the Commonwealth as part of the Tech Talent Investment Program, the internships proposed for this competition must align with one or more degree program(s) that were approved in the MOU. If the lead applicant institution does not have an approved MOU at the time of submission of the application for this grant competition, the eligible degree programs for the internship track of this competition are: computer science (CIP Codes 11.0701 and

Proposals for the development track should also focus on the tech sector, with some flexibility if a proposal relates to capacity-building activities institution-wide (see details below).

**Development Track**

Internship programs at Virginia’s public institutions of higher education are all at different stages of maturity. Development grants provide funds for institutions to take their internship program to the next level. Examples of the outcomes expected for development activities:

**Tech Sector**

- New employer partners committing to host paid interns from tech sector degree programs defined above
- Conversion of current employer partners that host unpaid interns to hosts of paid interns from tech sector degree programs defined above
- Conversion of corporate partners who participate on boards, advisory committees, etc., into employer partners committed to hosting paid interns from tech sector degree programs defined above
- Design, plan and begin implementation of a new internship program for students in tech sector degree programs defined above
- Design, plan and begin implementation of a co-op program for students in tech sector degree programs defined above, wherein students alternate between a work-site and the classroom year round (fall, spring and summer terms), either in their last two years of a four-year program (spending at least three terms at a work-site) or for all years of a degree program
- New or improved support during internships for students from tech sector degree programs defined above
- Design, plan and begin implementation of a new tech sector internship program designed for interns to work remotely from the company at which they intern
- Design, plan and begin implementation of a new internship program for students with lower GPAs from tech sector degree programs defined above; recruit and support employers willing to offer paid internships to those students from tech sector degree programs defined above
- Design, plan and begin implementation of a new internship program for freshman- and/or sophomore-level students in tech sector degree programs targeted to increase retention rates in those programs
General

- Single online starting point for all employers seeking interns; new or improved resources for all employers; contact list including every internship coordinator across the institution
- New or improved internship program elements resulting in closer adherence to best practices described under Review Criteria, below.
- Consistent administration of internships throughout an institution (adherence to national best practices as well as efficient and uniform institutional policies, practices and procedures), whether those internships are administered through a course, program, department, school, or at the career services office; professional development for all internship coordinators at all levels of an institution, etc.
- New or improved tracking of internships across the entire institution, whether those internships are self-identified by students or matched to the student and supported at the course, program, department, or school level or at the career services office, including outcomes such as offer and acceptance rates for interns hired by the company at which they interned
- Evaluation of internship program(s) at an institution, resulting in a plan for improvement; may use grant funds to begin implementation of improvements
- In collaboration with financial aid officials, planning and beginning implementation of paid internships at state and local government agencies and non-profit organizations through federal work study
- In collaboration with financial aid officials, planning and beginning implementation of the provision in the 2019 state budget that authorizes use of 15% of the “Higher Education Student Financial Assistance (10800)” item for each institution as a grant for students in internship programs (with restrictions)
- Bring an equity lens to internships. What does equity mean? The USC Center for Urban Education created a series of guides on how to bring equity awareness to state policy. In the guides, they state that "an equity focus on policy recognizes the need to eliminate disparities in educational outcomes of students from underserved and underrepresented populations." SCHEV currently defines these groups as those who are race/ethnic minorities, low-income, ages 25 and older or from regions of the state with low educational attainment (typically rural).
**Internship Track**

Internship grants provide funds primarily to support students in **tech sector degree programs defined above** participating in paid internships or other paid work-based experiential learning. Examples of activities are included in the Budget and Budget Narrative section later in these instructions. Examples of the **outputs and outcomes** expected for internship track grants:

- Number of students placed in and completing paid internships
- Number of employer partners hosting paid interns
- Number of interns trained on requirements for security clearances
- Evidence of the mitigation or elimination of disparities in internship participation of students from underserved and underrepresented populations (SCHEV currently defines these groups as those who are race/ethnic minorities, low-income, ages 25 and older or from regions of the state with low educational attainment (typically rural)).

**Description of Funding Opportunity**

**Eligible Applicants**

Eligible lead applicants are public institutions of higher education in Virginia.

**Limited Submission**

Each Virginia public institution of higher education may submit (1) one proposal as lead applicant for the development track; (2) one proposal as lead applicant for the internship track; and (3) for public institutions of higher education that offer programs at a higher education center or institute (listed below), one collaborative development OR internship proposal that includes partnerships with the higher education center or institute AND at least two other public institutions of higher education that also offer programs at that center or institute. Further, institutions can participate as a partner in unlimited additional applications. Virginia higher education centers and institutes can participate as partners in any proposal.

Virginia’s higher education centers and institutes are:

- Institute for Advanced Learning and Research
- New College Institute
- Roanoke Higher Education Center
- Southern Virginia Higher Education Center
- Southwest Virginia Higher Education Center
**Award Type and Amount**
Funds will be awarded in the form of a grant, with a Memorandum of Understanding between the State Council of Higher Education for Virginia and the lead institution (see Appendix).

Development track: up to $40,000  
Internship track: up to $200,000

The total amount appropriated by the General Assembly for both the statewide initiative and the grants is $700,000 for fiscal year 2020. The Innovative Internship Fund is non-reverting, meaning that the funds do not have to be spent in FY2020 and SCHEV has discretion to award some or none of the available funding. SCHEV expects to award approximately $400,000 total to all grantees in this competition.

There is no minimum amount for requests.

The number of grant awards has not been determined.

**Matching Funds**
Development track: No matching funds are required; grantees will be asked to track and report any matching funds that are expended.

Internship track: A match of 50 cents is required for every dollar requested.

**Period of Performance**
Development track: Grant periods up to 9 months may be proposed.

Internship track: Grant periods up to 24 months may be proposed.

The grant period will begin on or about September 1, 2019.

**Application and Submission Information**

**Proposal Length, Type Face and Size, Spacing**
Development proposals are limited to 5 pages, not including cover sheet, executive summary and brief budget description.

Internship proposals are limited to 7 pages, not including cover sheet, table of contents, executive summary, budget and budget narrative, and qualifications (short CV) of lead personnel.
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- Proposals may be single spaced.
- Font must be either Times New Roman 12 pt. or Arial 11 pt.
- Font for figures, tables, formulas and diagrams can be reduced no smaller than Times New Roman 10 pt. or Arial 9 pt.
- Margins, in all directions, must be at least an inch; margins for illustrations, graphics, diagrams, tables or figures that take up a full page may be reduced no smaller than half an inch.
- Pages should be numbered on the bottom right.
- Inclusion of other information in headers or footers is at the discretion of the applicant.

Contents of Proposal
Cover Sheet – Both Tracks
The cover sheet should include the following information:

- Title of proposed project
- Name and contact information for lead institution
- Name(s) of employer partner(s) (internship track must include at least one)
- Names of any other partnering entities
- Length of requested grant period
- Amount of funds requested
- Amount of matching funds (internship track only)
- Printed name, title and signature of authorized signer

Proposal Narrative – Development Track
Proposal narratives for the development track will be assessed using the scoring described below (up to 20 points) plus up to 10 impact points awarded by the reviewers at their discretion for a possible total of 30 points.

Proposal narratives for the development track must include the sections listed below in the same order and with identical headings. No other documents or attachments are allowed. If submitted, unallowable attachments will be removed prior to review.

- Executive Summary: (1 point; ½ page limit; will be published on website and used for press release if proposal is funded)
- Project Description (5-page limit):
  - Outcome(s): State the outcome(s) your project addresses; chose from the list of outcomes for the development track on pages 5 & 6 or create your own concise, concrete, measurable outcome (1 point; one or two sentences)
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- Brief History: Describe the history of the activities you are proposing to improve, including prior collaborative activities of the partnering entities if any; if you are developing a new program, state that (2 points; about ½ page)
- Problem or Gap: Describe the problem or gap you are trying to solve through the grant activities (2 points; about ½ page)
- Solution: Describe the solution; include your plan of work and the design of the activities to be undertaken during the grant period; please ensure that the activities are designed to address and solve the problem(s) or gap(s) identified in the previous section (12 points; about 3 pages)
- Milestones and Timeline: Set your progress and/or outcome milestones; state the date each will be achieved (2 points; about ½ page)
- Conclusion: State the key reasons your proposal should be funded (state your case in one or two sentences)

- Budget and Budget Narrative: Please provide a brief description of planned expenditures; consider using standard direct cost budget categories such as salaries/wages, benefits, travel (for staff or other personnel), supplies, etc. (no points; about 1 page)

Proposal Narrative – Internship Track

Proposal narratives for the internship track will be assessed using the scoring below (up to 40 points) and the criteria described in “Application Processing, Review Criteria and Award.” In addition, up to 20 impact points can be awarded by the reviewers at their discretion for a possible total of 60 points. Impact points may be awarded based on the reviewers’ recognition of the overall value of the proposed activities to Virginia as well as other factors such as the extent to which the proposed internship program includes the characteristics of successful internship programs described in “Application Processing, Review Criteria and Award,” whether the proposed internship program includes elements that will mitigate or eliminate disparities in internship participation by students from underserved and underrepresented populations, evidence that business partners were heavily engaged in the design of the proposed activities, the reviewers’ interpretation of the current impact and future promise of the activities related to employer partner engagement, the value of the experience for the student, how supportive the institution is of the employer partner(s) and the student participants, the quality of the matching funds with employer commitment of funding viewed more favorably than other sources, or other considerations.
Proposal narratives for the internship track must include the sections listed below in the same order and with identical headings:

- **Table of Contents**
- **Executive Summary:** The summary must include the number of interns who will be placed during the grant period and the length of the internship; the summary will be published on website and used for a press release if the proposal is funded (2 points; 1-page limit)
- **Project Description (7-page limit):**
  - **Brief History:** Provide a brief history of internship opportunities at lead and partner institutions and at employer partner(s); describe previous relationships between the entities; if the proposal is for a new program or includes new partners, please state that (2 points; about ½ page)
  - **Degree Program(s) Targeted and Number of Interns:** For the targeted degree program(s), list the six-digit CIP Code, the CIP title, the common program name your institution uses, and the degree level (associate, bachelor, master, etc.); state the number of interns who will be placed during the grant period (2 points; about ½ page)
  - **Work Plan:** Describe your plan of work and the design of the activities to be undertaken during the grant period (20 points; about 4 pages)
  - **Roles, Responsibilities and Accountabilities:** Describe the roles, responsibilities and accountabilities/deliverables of lead institution and partners (2 points; about ½ page)
  - **Milestones and Timeline:** Provide the milestones and timeline of activities; may include both progress and outcome milestones; progress milestone(s) must include number of interns placed at relevant points on the timeline; if relevant, consider extending timeline past the end of the grant period to illustrate when unfinished activities will end and/or next steps (4 points; about 1 page)
  - **Evaluation Plan:** Describe the evaluation or assessment plan for activities during the grant period; must include an assessment of the students’ satisfaction with experience of the internship (3 points; less than 1 page)
  - **Conclusion:** (key reasons why your proposal should be funded; state your case in a few sentences)

**Qualifications of Lead Personnel – Internship Track Only**

Please provide a short (2-page maximum) CV, resume or biosketch of the lead person at each partnering entity, including the employer partner(s); at least one lead person must have expertise in career development, human resources or recruiting (2 points)
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Budget and Budget Narrative – Internship Track Only
This section is worth 3 points. Please provide a detailed budget for each fiscal year of the grant period and cumulatively. This means the budget for a two-year grant will be split into three parts: September 1, 2019 through June 30, 2020; July 1, 2020 through June 30, 2021; and July 1, 2021 through August 30, 2021.

The detailed budget should reflect planned expenditures of grant funds and the required matching funds and should include all payments to students whether through grant funds or matching funds. If an applicant is requesting $100,000, then the budget should add up to at least $150,000. Commitment of the match is a criterion for eligibility, rather than a review criterion (i.e., reviewers will not view more favorably the commitment of greater than the required match; however, applicants can note in their proposals or budget narratives an estimate of the total cost of the project and an indication of the total match or leveraged funds that might be expended during the grant period).

Budgets will be accepted in any format that includes the standard direct cost budget categories: salaries/wages, benefits, participant support costs (includes student transportation expenses, if any), travel (for staff or other personnel), supplies, other direct costs, subrecipients (subawards or contracts to collaborating entities or vendors), etc.

Acceptable formats include those used by an institution’s office of sponsored programs, a budget extracted from an institution’s electronic grant administration portal or an Excel spreadsheet created by the applicant.

Grant funds cannot be used for indirect costs.

The amounts for each budget line item must be justified in the budget narrative. Please do not simply restate the budget item and amount. Describe how it contributes to and/or why it is necessary for the successful completion of the milestones and achievement of the outcomes promised. For proposals that contain a subaward(s), each subaward must include a separate budget narrative. The budget narrative should include an explanation of the source(s) of matching funds.

Examples of Allowable Use of Grant Funds

- Payment to students for paid internships at work sites located in Virginia only
- Student transportation costs (bus passes, gas cards, Uber, etc.)
- Interview-appropriate clothing
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- Workshops or other learning activities for prospective interns (resume writing, interview skills, security clearance processes, etc.)
- Supportive services, including curricula, for interns during the internship (note that tuition is not an allowable use of grant funds)
- Expanded time and effort for internship program staffing or similar roles at institution of higher education
- Outreach and communication
- Events to connect employers and prospective interns and/or to gather existing employer/intern participants for group activities
- Costs of evaluation
- Other expenses related to supporting the proposed internships

Unallowable Use of Grant Funds

No grant funds shall be transferred to employers

- Tuition
- Indirects or facilities and administration
- Construction, renovations, alterations
- Equipment
- Other uses prohibited by state regulations (alcohol, lobbying, etc.)

Matching Funds

Matching funds are required to be provided at a ratio of 50 cents for every dollar of grant funds requested. Preference will be given to proposals that include funding from employers as part of the match, including stipends or hourly wages the employer pays to the intern. Unrecovered indirects (F&A) are an allowable source of matching funds; however, reviewers may view this less favorably than other sources.

Allowable Attachments – Internship Track Only

SCHEV assumes that the partner commitments described in the proposal narrative, budget and budget narrative have been developed collaboratively with the partners and that they have made those commitments to the lead institution. No documentation is required. If an applicant wishes to attach evidence of commitment from partners, two options are available. If the partner is an employer who is hosting interns, applicants may attach a letter of commitment from the employer partner, on letterhead, that must include the number of interns the employer is committed to accepting and the dollar amount of their match contribution, if applicable. Employer partners may instead use the partner commitment form available on the website. All other categories of partnering organizations may only document their commitment using the partner
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commitment form. General letters of support or forms that express only general support will be removed prior to review.

**Submission of Applications**

Please submit applications via email to Lynn Seuffert, Associate for Research Investment, at lynnseuffert@schev.edu. Proposals must be received by 11:59 p.m. on July 15, 2019. Please submit proposals in a single pdf file, except detailed budgets may be submitted in Excel.

**Application Processing, Review Criteria and Award**

**Application Processing**

Upon receipt via email of an application package, SCHEV staff will respond by return email within two business days to confirm receipt.

Review of applications is a two-step process. First, SCHEV staff will conduct an administrative review to ensure that proposal packets are complete and conform to administrative requirements in this Call for Proposals. Some applicants may receive follow-up questions from SCHEV staff. Late, incomplete or ineligible proposals will be eliminated from consideration. This decision will be final and applicants will be notified by email.

Conforming applications will move to the second stage where proposals will be evaluated and ranked by a team of interagency and business professionals with relevant experience and knowledge. The review team will assess proposals based on the criteria below.

**Review Criteria**

The number of points available for each section of the application is listed in “Contents of Proposal.” While some points will be awarded based on compliance with instructions, other points will be awarded based on aspects such as the feasibility of the planned program and the likelihood that the proposed activities will lead to achievement of the milestones and outcomes promised while keeping within the proposed budget.

Points also will be awarded for activities that align with the characteristics of successful internship programs listed below. Reviewers understand that institutions have had varying levels of resources available to support internships and will consider that when assessing the level to which an internship program has followed best practices in the
past and the proposed level at which the institution will follow best practices in the future. Characteristics include:

- Internships are paid hourly rates that align with norms for the targeted industry
- A formal process is used for recruitment, application and selection of interns; support and guidance is provided to prospective interns throughout the process
- Interns are thoughtfully and strategically matched to employers or specific work assignments at an employer
- Programs follow best practices, such as those available from the National Association of Colleges and Employers (NACE), including but not limited to:
  - Orientation is provided for both student and employer; employer provides orientation at worksite (i.e., tour, technology, ID badges, introduction to supervisor and team, company policies and norms)
  - Written material or website is provided for both employer and student
  - Real work assignments allow interns to gain real world experience, build their resume and learn new skills (employer provides written scope, deliverables, explanation of how the assignment supports the employer’s mission, etc.)
  - Clear job description
  - Designated supervisor at worksite
  - Learning outcomes set at the beginning of the internship period; can be collaboratively developed with intern
  - Periodic reflection by interns about their experiences
  - Showcase intern work product to other employees
  - Frequent interaction and communication between intern, the worksite supervisor, and university internship program staff and/or faculty; may include worksite visits
  - Interim and final evaluation by worksite supervisor of intern that assesses how the intern learns, rather than only how the intern performs
  - Exit survey or interview of intern about employer, the experience as an intern and the internship program support

Other potential characteristics include:

- Interns are introduced to company culture through opportunities to observe behavior and communication style, as well as substance, at high-level meetings and other events that might not be directly related to their work assignment
- Interns meet with a panel of recently hired employees and/or are given exposure to career pathways, etc.
- Interns have access to executive rank
- Interns are provided with opportunities to develop soft skills in a business environment
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- Interns are offered online or other learning, both prior to and during the internship period (i.e., discipline-specific content related to their internship work assignment, interview preparation, soft skills, etc.)
- Work experience is paired with a credit-bearing course on soft skills
- Employers are offered a course on best practices for implementing and maintaining an evidence-based internship program

**Award**

SCHEV leadership and staff will examine the review team’s assessment of the proposals and make the final decision regarding awards. SCHEV staff may negotiate with applicants prior to making award decisions. SCHEV could consider many factors in making awards, including but not limited to the consensus score awarded by the review team, reviewer comments, the overall quality of the activities proposed, the proposed use of grant funds and, if applicable, matching funds, geographic distribution and distribution across institutional type.

Funds will be awarded in the form of a grant, with a Memorandum of Understanding (MOU) between the State Council of Higher Education for Virginia and the lead institution (see Appendix). Upon execution of the MOU, SCHEV will notify the Virginia Department of Planning and Budget to release the approved funds to the grantee for the fiscal year.

**Reporting Requirements**

**Financial Reports**

For development track awards, financial reports are due 30 days after the end of the grant period. For internship track awards, financial reports are required annually during the grant period; a final cumulative report is also required for grant periods longer than one year.

SCHEV will accept reports generated from an institution’s accounting system reporting function.

The reports must include information regarding the total amount awarded, the amount forwarded to the institution at the beginning of the grant period and for each fiscal year thereafter, the amount encumbered to date, the amount spent to date and the amounts remaining for each budget category and for the same budget categories for each subaward. Reports showing the same information for matching funds are also required.
Technical Narrative Progress Reports
For development track awards, technical progress reports in narrative form will be due 30 days after the end of the grant period. For internship track awards, technical progress reports in narrative form will be due annually; a final cumulative report is also required for grant periods longer than one year.

In addition, grantees are expected to share documents they create, such as descriptions of their internship model, agreements with employers and students, frameworks for expectations, etc.

There is no required template for these reports. In addition to describing progress on the grantee’s proposed milestones and adherence to the timeline, please include information about the relevant progress and outcome measures listed below. Grantees should report their own achievements; not all grantees will propose projects that include every measure.

Examples of Progress or Output Measures to Be Reported
- Number of interns funded with grant money including:
  - CIP Code and level of degree program in which the student is enrolled
  - Student demographics, including underrepresented status
- Number of employer partners new to internships, including size of employer
- Total number of employer partners that benefited from interns supported with grant funds (interns either received direct payment or were supported by services and/or staff funded by the grant) and size of employer
- Length of internships and number of hours
- Hourly rate paid to interns
- Intern and employer survey results regarding satisfaction with the program, the support, the infrastructure, etc.

Examples of Outcome Measures to Be Reported
These examples include data that might not be available until after the end of the grant period. SCHEV may ask grantees to track participants through graduation and into their first job.
- Offer and acceptance rates for interns hired by the company at which they did their internship (NACE reports that, in 2017, the offer rate was 67.1 percent, the acceptance rate was 76.4 percent, the conversion rate was 51.3 percent)
- Average salary of interns who get hired by the employer at which they interned
- Loan debt that interns incur. Over time, SCHEV could compare the cumulative reduction in educational loan debt of interns vs. non-interns for reporting to the General Assembly.
Award Administration

SCHEV staff would like to build a relationship with grantees and foster a collaborative approach to addressing issues and removing any roadblocks that arise. For details regarding post-award revisions that require prior approval, along with other conditions of award, please see Appendix: Terms and Conditions of Award, specifically Attachment 1. Special Terms and Conditions.
Appendix: Assurances and Certifications – Terms and Conditions of Award

Assurances and Certifications

The Authorized Organizational Representative (AOR) signing the cover page is assuring and certifying the following:

Certification Regarding Collaborating Entity AOR Approval: The applicant AOR is certifying that the AORs (or equivalent) of all collaborating entities have made the same assurances and certifications and that documentation of such exists.

Certification Regarding State Funds: The AOR is certifying that the organization understands that SCHEV is awarding state funds. The organization will comply with all rules and regulations regarding state funds, including but not limited to the Commonwealth Accounting Policies and Procedures Manual, the Virginia Public Procurement Act (when applicable) and the Library of Virginia’s Virginia Public Records Management Manual.

Terms and Conditions

Grantor and grantee agree that this MOU will be performed in accordance with the following:

1. The statement of work and budget for this award are as specified in the grantee’s proposal submitted _(date; to be filled in only if grant awarded)_ and incorporated herein by reference. In its performance of the statement of work, grantee shall be an independent entity and not an employee or agent of grantor.

2. Matters concerning the performance of this award should be directed to the appropriate party’s contact, as shown in Attachments 3A & 3B. [To be completed at time of award]

3. Matters concerning the request or negotiation of any changes in the terms, conditions or amounts cited in this award agreement, and any changes requiring prior approval, should be directed to the appropriate party’s Contact, as shown in Attachments 3A & 3B. Any such changes made to this MOU require the written approval of each party’s Authorized Official as shown in Attachments 3A & 3B.

4. Incorporated into this MOU by reference are the Call for Proposals, the entirety of the grantee’s application packet including the assurances and certifications, the special terms and conditions in Attachment 1 and the general terms and conditions in Attachment 2.

Signature lines will be added at time of award.
Attachment 1: Special Terms and Conditions

Applicability
The terms and conditions in the MOU and all attachments apply directly to the grantee and also apply to collaborating entities, subrecipients and contractors. The grantee is accountable for the performance of the project, program or activity; the appropriate expenditure of funds under the award by all parties; and all other obligations of the grantee, as cited in the MOU and all attachments.

Changes
The changes listed below require the prior approval of the grantor. Requests should be directed to the grantor’s Contact, as shown in Attachments 3A & 3B.

- Changes to the scope of the project
- Changes to milestones and timelines
- Changes to collaborating entities
- Changes to key personnel named in the approved proposal
- Plans for continued progress during extended absence of lead personnel
- Changes to the budget resulting in a deviation of 20% or more in any budget category; the request must include the current allocation of resources along with specific detail and justification for the reallocation

No-cost extensions require the approval of the grantor. Requests for a no-cost extension should be addressed to and received by the Contact, as shown in Attachments 3A & 3B, not less than sixty (60) days prior to the desired effective date of the requested change.

Disbursement of Funds, Accounting and Audit
Grantor will authorize the State Comptroller and the Virginia Department of Planning and Budget to release the awarded funds to the grantee.

All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the grantee.

Award monies not expended by the end of the period of performance must be returned.

The grantee will oversee the expenditure of all grant funds by all parties and ensure that all funds are expended in strict compliance with state rules, regulations and guidelines; the terms and conditions of this MOU; professional accounting standards; and all applicable state laws and requirements.
The grantee will maintain systematic accounting records of all expenditures relating to this award, including the supporting source documentation. Records will be retained by the grantee in accordance with Library of Virginia Record Retention Policy.

Records will be available for inspection and/or audit by SCHEV, the Virginia Auditor of Public Accounts or other appropriate entity.

**Reporting**
Report type and due dates are required as detailed in the Call for Proposals.

**Termination of Award**
SCHEV may terminate this award in the event of non-compliance with the terms and conditions of this MOU, significant lack of progress including failure to achieve milestones on the timeline set forth in the proposal, or other extenuating conditions. In the case of termination, the grantee will return any unexpended and unobligated funds.

**Attachment 2: General Terms and Conditions**

A. **VENDORS MANUAL:** NA

B. **APPLICABLE LAWS AND COURTS:** This contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the grantee are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, §2.2-4366). ADR procedures are described in Chapter 9 of the Vendors Manual. The grantee shall comply with all applicable federal, state and local laws, rules and regulations.

C. **ANTI-DISCRIMINATION:** By signing this contract, the grantee certifies to the State Council of Higher Education for Virginia that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §2.2-4311 of the Virginia Public Procurement Act (VPPA). The grantee shall not discriminate against any recipient of goods, services or disbursements made pursuant to the contract on the basis of the recipient’s religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds.
provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, §2.2-4343 1.E.).

1. During the performance of this contract, the grantee agrees as follows:

   a. The grantee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the grantee. The grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

   b. The grantee, in all solicitations or advertisements for employees placed by or on behalf of the grantee, will state that such grantee is an equal opportunity employer.

   c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The grantee will include the provisions of 1. above in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. ETHICS IN PUBLIC CONTRACTING: By signing this contract with the State Council of Higher Education for Virginia, the grantee certifies that their offer is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other contractor, supplier, manufacturer or subcontractor in connection with their offer and that they have not conferred on any public employee having official responsibility for this transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By signing this contract with the State Council of Higher Education for Virginia, the grantee certifies that the grantee does not, and shall not during the performance of the contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
F. **DEBARMENT STATUS:** By signing this contract, grantee shall certify that they are not currently debarred by the Commonwealth of Virginia from contracts for the type of activities covered by the Scope of Work/proposal, nor are they an agent of any person or entity that is currently so debarred.

G. **ANTITRUST:** By entering into this contract, the grantee conveys, sells, assigns and transfers to the State Council of Higher Education for Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the State Council of Higher Education for Virginia under said contract.

H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs:** NA

I. **CLARIFICATION OF TERMS:** NA

J. **PAYMENT:** See “Disbursement of Funds, Accounting and Audit” in Attachment 1: Special Terms and Conditions.

I. **TESTING AND INSPECTION:** The State Council of Higher Education for Virginia reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications in the Scope of Work.

J. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the grantee in whole or in part without the written consent of the State Council of Higher Education for Virginia.

K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions VENDORS MANUAL (NA), APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTRAL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS (NA), CLARIFICATION OF TERMS (NA), PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions, the Special Terms and Conditions shall apply.

L. **QUALIFICATIONS OF (BIDDERS/OFFERORS):** NA
M. **TESTING AND INSPECTION**: NA (duplicate of I. above)

N. **ASSIGNMENT OF CONTRACT**: NA (duplicate of J. above)

O. **CHANGES TO THE CONTRACT**: See Attachment 1: Special Terms and Conditions.

P. **DEFAULT**: See Attachment 1: Special Terms and Conditions.

Q. **TAXES**: Sales to the Commonwealth of Virginia are normally exempt from state sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request.

R. **USE OF BRAND NAMES**: NA

S. **TRANSPORTATION AND PACKAGING**: NA

T. **INSURANCE**: NA

U. **ANNOUNCEMENT OF AWARD**: NA

V. **DRUG-FREE WORKPLACE**: During the performance of this contract, the grantee and subcontractors agree to provide a drug-free workplace for the grantee’s employees. Grantee will inform employees that the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana is prohibited in the grantee's workplace.

W. **NONTDISCRIMINATION OF GRANTEES**: Grantee shall not be discriminated against because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because grantee employs ex-offenders unless the State Council of Higher Education for Virginia has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services or disbursements provided pursuant to this contract, objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services or disbursements, the public body shall offer the individual, within a reasonable
period of time after the date of his objection, access to equivalent goods, services or disbursements from an alternative provider.

X. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS AND ORDERS:** NA

Y. **AVAILABILITY OF FUNDS:** The parties herein understand and agree that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

Z. **SET-ASIDES:** NA

AA. **BID PRICE CURRENCY:** NA

BB. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** NA

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**Additional Terms and Conditions**

A. **RENEWAL OF CONTRACT:** NA

B. **ADDITIONAL INFORMATION:** NA

C. **DELIVERY POINT:** N/A

D. **eVA Business-To-Government Contracts and Orders:** NA

E. **PRIME GRANTEE RESPONSIBILITIES:** The grantee shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention.

Subcontractors who perform work under this contract shall be responsible to the prime grantee. The grantee agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

F. **PROPOSAL ACCEPTANCE PERIOD:** NA

G. **WARRANTY:** NA
H. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the grantee desires to subcontract some part of the work specified herein, the grantee shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The grantee shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.